

NASA IV&V Facility: In-Processing Form – Part 1

Information required from New Employees. All fields are required and must be typed! Our office will not process this paperwork if any field is left blank.

1. Names:	
First Name ¹	*
Middle Name (if none, indicate "N/A")	*
Last Name	*
Preferred First Name	*
Other Names Used	
Title (if any)	*
Full Name of Spouse(s) Including Maiden Name(s)	

2. Personal Information:	
Date of Birth (MM-DD-YYYY)	*
Place of Birth (City/State/Country)	*
Social Security Number	*
Sex (Male or Female)	*
Citizenship	*
U.S. Nationality No. (if applicable)	
Alien Registration No. (if applicable)	*
Military Serial No. (if applicable)	

3. Home Residence Information:	
Street Address	*
City	*
County	*
State	*
Zip Code	*
Phone Number	*

4. Emergency Contact Information:	
Name	*
Relationship	*
Phone Number	*
Address	*
Doctor's name	
Doctor's phone	
Indicate any allergies, prescriptions or medications that you are currently taking	

Continued on next page...

¹ An asterisk (*) has been denoted on several fields. These marks are used for internal purposes only.

NASA IV&V Facility: In-Processing Form – Part 1 Cont.

Information required from New Employees. All fields are required and must be typed! Our office will not process this paperwork if any field is left blank.

5. Installation Associations:	
If you are in-processed at any other NASA installations, indicate the following (otherwise, skip to section 6). Also, if multiple, indicate only the primary.	
Center, Facility, or Installation	
Badge Number	
Badge Expiration Date	

6. Vehicle, Residences, and Employment Information:²		
Vehicle(s) Make/Model, Year, Color, State, & License Number		
Residences in Excess of 3 Months for the Past 5 Years		
Month/Year	Number and Street	City and State
Employment for the Past 5 Years		
Month/Year	Employer	Address

Employee shall submit this form electronically to their Employer when completed.

² Finger prints will also be required upon arrival.

NASA IV&V Facility: In-Processing Form – Part 2

Information required from Employers. All fields are required and must be typed! Our office will not process this paperwork if any field is left blank.

1. Contract & Contractor Information:	
Contractor Name	*
If a Sub, Prime Contractor Name	*
Job Title	
Prime Contract Number	
Contract Acronym	
Expiration Date Of Contract	
Name of COTR	
Employee Start Date	
Full or Part Time	*
Permanent or Temporary Employment	*
Company/Corporate E-mail Address	

Note: The following must be coordinated between the Employer and the NASA IV&V Facility O&M Manager.

2. Office Location Information:	
<u>Outside IV&V Facility</u>	<input type="checkbox"/>
Office Name	*
Office Address	*
Office Phone Number	*
Associated Fax Number	
<u>Within IV&V Facility</u>	<input type="checkbox"/>
Cubicle / Office Assignment	*
Associated Phone Number	
Associated Fax Number	

3. Special Resource Requests:	
Additional LAN Port/Analog Line	
Access to Network Room (#129)	
Special Keys	
VPN Accessibility	

4. If Supported by NASA's IT Group:	
<u>Category of Computer:</u>	
Category 1 - General Use	<input type="checkbox"/>
Category 2 - Productivity Use	<input type="checkbox"/>
Category 3 - Development Use	<input type="checkbox"/>

Employer shall submit both an electronic copy and a hard-copy of this form to the NASA IV&V Facility O&M Manager when completed.